

## **Kansas City Composite Squadron Position Policies**

### **SQUADRON UNIT COMMANDER (CC) and DEPUTY COMMANDER (CD) or CHIEF OF STAFF (CS)**

#### **CAPR 20-1 (e)**

#### **14. Discharge of Responsibilities:**

- a. Unit commanders are responsible for compliance with all directives from higher headquarters. They are authorized a staff to assist in the accomplishment of the various assigned tasks and should delegate appropriate authority to staff members in discharging the unit's mission. Commanders retain full responsibility for the actions of their staff.
- b. Commanders must ensure that all members of their staff understand the chain of command, that is, who they report to and who reports to them. Individuals should have only one supervisor.

#### **15. Command Authority during Temporary Absence of Commanders.**

During the temporary absence of a commander, the vice/deputy commander or the chief of staff, in that order, will act as temporary commander.

### **PART III–SENIOR MEMBER POSITION DESCRIPTIONS**

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

### **DUTIES**

#### **Reports to the Wing Commander**

Squadron commanders are responsible to the corporation and to the wing commander (or group commander if applicable) for ensuring that the corporation objectives, policies, and operational directives are effectively executed within their squadron.

They shall:

- Establish plans, policies, and procedures necessary to the fulfillment of the CAP mission, which are not in conflict with the directives of higher headquarters and convey same to all members of the unit

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- Keep informed of the accomplishments, problems, and degree of compliance with regulations and other directives through personal observations, inspections, reports, and staff meetings
- Comply with all policies, regulations, and directives of higher headquarters and require the same compliance by all members of the squadron
- Ensure safety of personnel and equipment through compliance with directives and policy guidance; ensure an effective safety awareness, education, and inspection program within the unit. CAPR 20-1 (E) 27
- Select personnel to fill authorized staff positions and remove from staff position those members deemed unqualified or otherwise unsuitable to continue in their positions
- Establish policies and procedures to ensure an effective squadron recruiting and retention program
- Coordinate the activities of staff officers to prevent overlapping of functions and to resolve conflicts
- Eliminate members whose continued membership is determined undesirable in accordance with the provisions of CAPR 35-3
- Identify members for nonrenewal where continued membership is adverse to the best interests of CAP in accordance with provisions of CAPM 39-2
- Determine meeting dates and attendance requirements for squadron meetings in accordance with policies established by higher headquarters
- Ensure that new personnel are properly introduced to CAP and make frequent checks on their progress
- Ensure that squadron property and funds are properly safeguarded and accounted for
- Initiate requests for promotion of squadron members
- Ensure proper wear of the uniform and that violations are promptly corrected
- Ensure that complaints and grievances are resolved fairly, impartially, and promptly
- Initiate recommendations for awards and decorations for squadron members

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- Initiate organization actions affecting their squadron (charter re-designations, address changes, etc.)
- Refer to the next higher headquarters problems that cannot be resolved at squadron level
- Promote an understanding and appreciation of CAP in the local community
- Promote aerospace education
- Progress through skill levels to the Master level
- Squadron commanders should be familiar with the Civil Air Patrol Constitution and Bylaws, CAP governing directives, and all policy matters affecting their command

### **NOTE:**

The duties above also apply to the deputy squadron commanders. Squadron commanders should develop a detailed position description for their deputies and other staff members, outlining his/her specific duties and responsibilities in support of the overall squadron mission.